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REPORTS REQUESTED FROM AGENDA ITEM 17 ON JANUARY 27, 2015

[CLICK ON HERE FOR THE INTERIM CEO'S 30 DAY REPORT ON ECAPS DATED
FEBRUARY 24, 2015](#)

[CLICK ON HERE FOR THE INTERIM CEO'S 60 DAY REPORT ON THE POLICY
REVISIONS TO SOLE SOURCE AGREEMENTS](#)



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

SACHI A. HAMAI
Interim Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

February 24, 2015

To: Mayor Michael D. Antonovich
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

From: Sachi A. Hamai
Interim Chief Executive Officer

REPORT ON THE FEASIBILITY OF USING ECAPS AS A TRACKING TOOL FOR COUNTYWIDE CONTRACTS (ITEM 17, AGENDA OF JANUARY 27, 2015)

On January 27, 2015, the Board directed the Interim Chief Executive Officer (CEO), the Interim Director of the Internal Services Department (ISD), the Chief Information Officer (CIO), and the Auditor-Controller (A-C) to report back within 30 days on the feasibility of using the existing eCAPS system to implement a countywide contract tracking tool to inform the Board, CEO, and impacted Department(s) of the status of contract solicitations at least 12 to 24 months prior to contract expiration dates.

The County's financial system, eCAPS, provides for tracking countywide service contracts, budgets, expenses, and expiration dates. eCAPS alerts departments when contracts are 30, 60, and 90 days from expiration. To identify contracts within two years of contract expiration, the A-C will develop a new report by April 2015 that will be distributed to the departments, CEO, and the Board on a periodic basis.

A contract dashboard is also in development for County Executive Management that will provide them with insight into their overall department's contract status. This analytic tool will complement the new report by providing them with a quick and easy way to view contracts and is scheduled for implementation in June, 2015.

If you have any questions regarding this request, please contact Jim Jones of my staff at (213) 974-8355, or John Naimo, Auditor-Controller at (213) 974-8302.

SAH:JJ:DC
GS:ef

c: Executive Office, Board of Supervisors
County Counsel
Internal Services

02.25.15 Report on ECAPS

"To Enrich Lives Through Effective And Caring Service"

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Interim Chief Executive Officer

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Board of Supervisors
HILDA L. SOLIS
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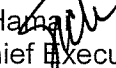
SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

March 26, 2015

To: Mayor Michael D. Antonovich
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

From: Sachi A. Hamai 
Interim Chief Executive Officer

REPORT BACK ON THE COUNTY'S SOLE SOURCE POLICY; AND REPORT BACK ON AN INFORMATION TECHNOLOGY DATABASE (ITEM 17, AGENDA OF JANUARY 27, 2015)

On January 27, 2015, the Board directed the Interim Chief Executive Officer (CEO), the Interim Director of the Internal Services Department (ISD), and the Director of Public Works to review the County's sole source agreement policy and report back in writing within 60 days with recommendations for revising the policy to narrow and limit its usage. These recommendations should consider a requirement that the Board be notified of a potential sole source contract situation while sufficient time remains to pursue a standard competitive solicitation.

Additionally, the Chief Information Officer (CIO) and the Interim Director of ISD were directed to develop and maintain a database of existing local and national information technology vendors that includes the technical specifications of available services and products, and that is accessible to all County departments for use in developing Invitations for Bids (IFB) and for other uses that enhance the County's procurement process.

Board Policy

Board Policy 5.100, Sole Source Contracts, currently requires that departments advise the Board at least two weeks in advance of commencing negotiations for sole source contracts that will exceed \$250,000. The policy also requires departments to track and report on sole source contracts below \$250,000 for inclusion in an annual report to the Board.

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In addition, the policy requires departments to include a sole source justification, approved by the CEO, with their Board letter. Such justification may include:

- Only one bona fide source for the service exists.
- The service provider(s) is required under the provisions of a grant or regulatory requirement.
- The services are needed to address an emergent or related time-sensitive need.
- Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
- Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
- The best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.)

County Sole Source Contracts

On a countywide basis, sole source contracts make up a small fraction of the more than 7,000 service contracts administered by County departments. For illustrative purposes, on the attached Sole Source Survey report to your Board, for Fiscal Year 2013-2014, departments reported 80 sole source contracts under \$250,000.

There are, however, additional measures that can be taken to increase Board visibility, and further strengthen the existing Board policy and approval process for sole source contracts, which would include:

1. The expanded requirement to notify the Board of a sole source negotiation for service contracts over \$250,000, to any amount that will require Board approval.
2. The extension of prior Board notice of a sole source negotiation from two to four weeks.
3. Requiring departments to further demonstrate due diligence in quantifying savings in citing the best economic interest of the County as the reason for a sole source contract.

These, and recommended reporting enhancements to the existing Board policy will be submitted to the Audit Committee for consideration and further discussion in April, 2015.

Database of Technology Vendors, Products and Specifications for Solicitations

Currently, departments can either issue a solicitation for consulting services to assist in developing Request For Proposals (RFPs), or use the ISD-administered, Information Technology Support Services Master Agreement (ITSSMA), which provides for a competitive bid process between pre-qualified vendors in various skill categories, including one for Technical Specialist Consulting. Additionally, the Office of the CIO will be issuing a Request for Vendor Qualifications for an Enterprise Services Master Agreement (ESMA) that will include a Service Category of qualified vendors to assist county departments in developing RFPs.

Each of the Master Services Agreements (MSAs) are targeted for different skills and service categories of expertise, and the corresponding list of qualified vendors are continuously updated in separate databases.

In order to facilitate the sharing of this information across County departments, ISD and CIO will publish the skills and service categories with links to additional information for these MSAs on mylacounty.gov, the County Intranet portal. In addition, departmental CIOs will also be informed of the availability and process to utilize ITSSMA and ESMA to solicit consultant services to assist with the development of RFPs. The Office of the CIO also has access to Gartner Research Analysts and Gartner's Research Database of technical specifications and product vendors to assist in the review of department IT procurements and sole source justifications.

If you have any questions regarding this request, please contact Jim Jones of my staff at (213) 974-8355, or Dave Chittenden, of ISD at (323) 267-2103, or Richard Sanchez, Chief Information Officer at (213) 253-5633.

SAH:JJ:DC:RS
GS:ef

Attachment

c: Executive Office, Board of Supervisors
Chief Information Officer
County Counsel
Internal Services
Public Works
Audit Committee



JIM JONES
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT


1100 North Eastern Avenue
Los Angeles, California 90063

"To enrich lives through effective and caring service"

Telephone: (323) 267-2101
FAX: (323) 415-8664

August 13, 2014

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: Jim Jones
Director 

SUBJECT: SOLE SOURCE CONTRACTS ANNUAL SURVEY

Board Policy 5.100 on Sole Source Contracts requires that departments advise your Board in advance of commencing negotiations for sole source contracts in excess of \$250,000. The policy also requires departments to track their sole source contracts below the threshold of \$250,000 and to provide such information on an annual basis to this department.

As indicated on the attached summary document, the number of sole source contracts reported by departments for FY 2013-14 increased as compared to FY 2012-13, with the grand total amount decreasing as shown below.

- For FY 2013-14, five of 35 departments reported sole source contracts below the threshold of \$250,000, compared to six departments in FY 2012-13.
- For FY 2013-14, departments reported 80 sole source contracts totaling approximately \$8.9 million, compared with 71 sole source contracts totaling \$9.3 million in FY 2012-13.

Contracts for consulting services executed under the CEO's delegated authority are not included in this report as they are already reported separately by the CEO.

ISD will continue to report to your Board on an annual basis for sole source contracts meeting the established criteria. If you have any questions, please contact me at (323) 267-2101.

JJ:JS:YY:lg
Attachment

c: Chief Executive Officer
DCEO, Operations
ISD Board Deputies
All Department Heads
Administrative Deputies
Contract Managers' Network

**COUNTY OF LOS ANGELES
SOLE SOURCE CONTRACTS SURVEY
FY 2013-2014**

CONTRACTOR		SERVICE	AMOUNT OF CONTRACT
Children and Family Services			
1	Anne E. Nicoll, Ph.D.	Grant evaluator responsible for developing assessment tools, collecting grant related data and analyzing all programs developed and implemented for the Diligent Recruitment of Families for Children in the Foster Care and Probation Systems.	15,300
2	Five Acres - The Boys and Girls' Aid Society of Los Angeles County	Services to aid in the recruitment, retention, and approval of resource parents for deaf children.	47,477
3	Human Rights Campaign Foundation	Provides training to build capacity for cultural competency. Training is provided to DCFS line staff, DCFS identified trainers, and the collaborative grant partners as requested by the DCFS.	18,014
4	Kidsave International	Services include the recruitment of "weekend hosts" and prospective adoptive families in the African-American, Latino, Lesbian, Gay, Bisexual, Transgender and questioning communities.	115,795
5	The Regents of the University of California	Provides therapeutic and support group services to prospective adoptive families to address issues surrounding the loss of a child who was in their care.	34,509
6	CulinArt of California, Inc.	Provides hot meals and snacks to children awaiting court hearings at the Edmund D. Edelman Children's Court Shelter Care Center.	220,390
7	Friends of the Family	Provides local facilities for children in out-of-home care and their birth parents to visit in safe and family friendly environment.	231,600
8	Grace Resources, Inc.	Provides local facilities for children in out-of-home care and their birth parents to visit in safe and family friendly environment.	218,000
9	South Bay Center for Counseling	Alternative Community-Based Preschool Services. Preschool pilot program for families with children up to age five who are typically hard to reach or who do not engage in early education programs with their children.	50,000
10	International Business Machines Corporation (IBM)	Provides ongoing service support of the transfer data process, troubleshoots and resolves deficiencies that could affect the network infrastructure, and tests and validates changes.	75,000

**COUNTY OF LOS ANGELES
SOLE SOURCE CONTRACTS SURVEY
FY 2013-2014**

CONTRACTOR		SERVICE	AMOUNT OF CONTRACT
11	National Council on Crime Delinquency (NCCD)	Provides maintenance and support services for the SDM web-based application and DCFS's mandated reporter web-based application, analytical reporting services, and consulting and technical assistance support for DCFS's SDM practice.	164,438
12	Friends Outside in Los Angeles County	Incarcerated Parents Project works to decrease emotional trauma experienced by children resulting from their parents' incarceration utilizing various interventions.	137,572
Children and Family Services Total			1,328,095
Health Services			
1	NetScout Systems, Inc	Network monitoring hardware and software maintenance and support services.	160,894
Health Services Total			160,894
Mental Health			
1	Prevention Science Consulting, LLC (PSC)	For the provision of Mental Health Services Act Prevention Early Intervention (PEI) consultant, technical assistance, and training services as the Developer of a Community-Defined Evidence program.	233,365
2	VIP Community Mental Health Center, Inc. (VIP CMHC)	Agreement adds comprehensive in-depth case analysis, consultation, and recommendations on the handling and prosecution of elder and dependent adult abuse cases.	75,000
3	Bienestar Human Services, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
4	Cambodian Association of America	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
5	Change Lanes Youth Support Services	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
6	Connecting Mental Health & Education, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
7	Crawford Ministries, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000

**COUNTY OF LOS ANGELES
SOLE SOURCE CONTRACTS SURVEY
FY 2013-2014**

	CONTRACTOR	SERVICE	AMOUNT OF CONTRACT
8	East Los Angeles Women's Center	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
9	El Nido Family Centers	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
10	Esperanza Charities, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
11	Fleming and Barnes, Inc. dba Dimondale Adolescent Care	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
12	Friends of the Family	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
13	Human Services Association	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
14	Idom Industries, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
15	Inner City Industry, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
16	Korean American Family Service Center, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
17	Korean Health, Education, Information & Research (KHEIR) Center	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
18	Latino Family Institute, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
19	Little Tokyo Service Center Community Development Corp.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
20	Los Angeles Centers for Alcohol and Drug Abuse	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
21	New Directions for Youth, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000

**COUNTY OF LOS ANGELES
SOLE SOURCE CONTRACTS SURVEY
FY 2013-2014**

	CONTRACTOR	SERVICE	AMOUNT OF CONTRACT
22	New Hope Drug and Alcohol Program, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
23	Office of Samoan Affairs, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
24	Pathways LA	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
25	Pinnacle Foundation, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
26	Rainbow Services, Ltd.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
27	Rancho San Antonio Boys Home, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
28	Seeking Peaceful Solutions, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
29	South Bay Center for Community Development	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
30	The Jeffrey Foundation	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
31	The Multicultural Service Center	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
32	The Unusual Suspects Theatre Company	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
33	Toberman Neighborhood Center, Inc.	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
34	United Cambodian Community	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
35	YWCA San Gabriel Valley	Prevention services to continue strengthening and building upon existing network of directly-operated and mental health service providers	100,000
Mental Health Total			3,608,365

**COUNTY OF LOS ANGELES
SOLE SOURCE CONTRACTS SURVEY
FY 2013-2014**

CONTRACTOR		SERVICE	AMOUNT OF CONTRACT
Public Health			
1	Dignity Health dba California Hospital Medical Center	Establish and lead a coalition of not-for-profit hospitals and community benefit-related organizations and implement web-based health indicator resource center for Los Angeles County.	80,000
2	American Lung Association in California	Assist DPH in tobacco policy development and adoption modeling.	75,000
3	Safe Routes to School National Partnership, Inc.	Assist DPH in increasing transportation funding for pedestrian and bicycle infrastructure.	125,000
4	Breastfeeding Task Force of Greater Los Angeles	Increase breastfeeding rates by achieving Baby-Friendly Designation for hospitals in Los Angeles County.	100,000
5	Los Angeles County Office of Education	Collaborate with various school districts throughout Los Angeles County to implement evidence-based physical education requirements and address tobacco prevention.	125,000
6	Los Angeles Unified School District	Collaborate with various school districts throughout Los Angeles County to implement evidence-based physical education requirements and address tobacco prevention. Only one bona fide source for the service exists.	225,000
7	ChangeLab Solutions (formerly known as Public Health Law and Policy)	Provide legal and policy expertise regarding tobacco control policies in California; needed to guide DPH and contract agencies around issues related to tobacco control, prevention, and cessation. Only one bona fide source for the service exists.	75,000
8	Ruder Finn, Inc.	Assist DPH to reduce tobacco availability and encourage compliance with tobacco control policies in cities and localities in Los Angeles County. Only one bona fide source for the service exists.	200,000
9	The Regents of the University of California, San Francisco	Assist DPH with implementing new or strengthening existing tobacco free policies in local cities and schools. Only one bona fide source for the service exists.	100,000
10	California Food Policy Advocates	Increase the health benefits of school meals served to low-income students in Los Angeles County. Only one bona fide source for the service exists.	125,000
11	California Center for Public Health Advocacy	Provide technical assistance and education to Los Angeles County cities to increase access to healthy food and beverages.	150,000
12	City of Los Angeles Department of Planning	Incorporate a Health and Wellness Chapter into the General Plan Framework of the City of Los Angeles. Only one bona fide source for the service exists.	249,950

**COUNTY OF LOS ANGELES
SOLE SOURCE CONTRACTS SURVEY
FY 2013-2014**

	CONTRACTOR	SERVICE	AMOUNT OF CONTRACT
14	Dignity Health dba California Hospital Medical Center	Serve underserved mothers and other women in South Los Angeles to address maternal-child health issues. Only one bona fide source for the service exists.	100,000
15	City of Long Beach	Improve access to clinical preventive services for low-income persons with diabetes. Only one bona fide source for the service exists.	130,000
16	City of Pasadena	Improve access to clinical preventive services for low-income persons with diabetes.	100,000
17	New Economics for Women	Provide child passenger safety education/workshops.	100,833
18	SafetyBeltSafe, USA	Provide programmatic technical assistance regarding child passenger safety. Only one bona fide source for the service exists.	14,780
19	City of Los Angeles	Assist DPH in the reduction of tobacco use and encourage compliance with tobacco control policies in the City of Los Angeles. Only one bona fide source for the service exists.	175,000
20	University of Pittsburgh	Collect and analyze nationwide sales data of over-the-counter medications to evaluate daily disease patterns in Los Angeles County.	24,002
21	The Regents of California, University of California Los Angeles	Assist with the development of the clinical training, addiction medicine, and evaluation components of the Integrated Behavioral Health and Primary Care Program to ensure that the program is grounded in best practices. Only one bona fide source for the service exists.	114,374
22	Charles Drew University of Medicine and Science	Provide Non-occupational Post-Exposure Prophylaxis including month-long provision of antiretroviral therapy, therapeutic adherence counseling, and prevention interventions in order to prevent HIV infection following a possible exposure to HIV within the previous 72 hours.	90,378
23	Public Counsel	Provide HIV/AIDS Legal Services to former Legal Service Alliance clients to resolve all outstanding legal cases.	125,000
24	Center for Health Justice, Inc.	Provide client-centered Transitional Case Management Services to ensure care coordination for incarcerated and post-incarcerated individuals. Quick action required.	75,000
25	Public Health Foundation Enterprises, Inc.	Provide client-centered Transitional Case Management Services to ensure care coordination for incarcerated and post-incarcerated individuals. Quick action required.	70,000

**COUNTY OF LOS ANGELES
SOLE SOURCE CONTRACTS SURVEY
FY 2013-2014**

CONTRACTOR		SERVICE	AMOUNT OF CONTRACT
25	Public Health Foundation Enterprises, Inc.	Provide client-centered Transitional Case Management Services to ensure care coordination for incarcerated and post-incarcerated individuals. Quick action required.	70,000
26	RAND Corporation	Develop an educational evaluation plan related to the community resilience project and analyze the impact of project components including project design and message development for at-risk/specific needs populations and non-governmental agency participation.	230,000
27	University of Washington	Develop strategies to communicate important public health and preparedness information to improve and amplify the overall community disaster resilience of Low English Proficiency Latino communities. Only one bona fide source for the service exists.	100,000
28	City of Pasadena	Conduct Children's Health Outreach and Enrollment under the local health jurisdiction of the City of Pasadena. Only one bona fide source for the service exists, given the target population.	120,000
29	Computer Therapy, LLC	IT technical assistance and training to support the Children's Health Outreach Initiative internet-based data collection system. Additional services needed to complete task.	240,000
30	Gartner, Inc.	Electronic Health Record consulting services.	155,000
Public Health Total			3,694,317
Public Library			
1	Harris & Associates, Inc.	Special Tax Administration Services - Continuity of service provided since 1984.	41,500
2	MidWest Tapes, LLC	Hoopla Digital Media Platform - Only one bona-fide source for this service.	80,000
Public Library Total			121,500

Grand Total 8,913,171

**COUNTY OF LOS ANGELES
SOLE SOURCE CONTRACTS SURVEY
FY 2013-2014**

CONTRACTOR	SERVICE	AMOUNT OF CONTRACT
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The following County Departments did not execute any sole source service contracts under \$250,000 during FY 2013-14:

- | | |
|---|--|
| • <i>Agricultural Commissioner/Weights and Measures</i> | • <i>Human Resources</i> |
| • <i>Alternate Public Defender</i> | • <i>Internal Services Department</i> |
| • <i>Animal Care and Control</i> | • <i>Military and Veterans Affairs</i> |
| • <i>Assessor</i> | • <i>Museum of Art</i> |
| • <i>Auditor-Controller</i> | • <i>Natural History Museum</i> |
| • <i>Beaches and Harbors</i> | • <i>Parks and Recreation</i> |
| • <i>Board of Supervisors</i> | • <i>Public Defender</i> |
| • <i>Chief Executive Office</i> | • <i>Probation</i> |
| • <i>Chief Information Office</i> | • <i>Public Library</i> |
| • <i>Child Support Services</i> | • <i>Public Social Services</i> |
| • <i>Community and Senior Services</i> | • <i>Public Works</i> |
| • <i>Consumer Affairs</i> | • <i>Regional Planning</i> |
| • <i>Coroner</i> | • <i>Registrar-Recorder/County Clerk</i> |
| • <i>County Counsel</i> | • <i>Sheriff's</i> |
| • <i>District Attorney's Office</i> | • <i>Treasurer and Tax Collector</i> |
| • <i>Fire</i> | |